



Information for Vendors

www.ocp.dc.gov

OCP is Organized for Customer Support

The Mission of the Office of Contracting and Procurement (OCP) is to provide procurement services and personal property management to District agencies so they can have the quality goods and services they need to accomplish their missions in a timely and cost-effective manner. OCP is organized into five commodity-buying groups: Building Renovation and Construction; IT Related Equipment and Services; Transportation and Specialty Equipment; Roads, Highways and Structures; and the DC Government Preparedness Contracting Office. All other products and services are procured by OCP for specific agencies (a partial listing is shown below). Under the direction of the Chief Procurement Officer, experienced procurement officials, lead by senior managers, utilize their expertise to efficiently purchase goods and services to meet the agencies requirements. A senior staff supports the OCP procurement operation with legal, business operations, and information technology expertise. For a current staff listing and information about OCP, please visit the OCP website at www.ocp.dc.gov.

D.C. Public Library	Department of Youth Rehabilitation Services
Department of Consumer & Regulatory Affairs	Emergency Management Agency
Department of Corrections	Fire & Emergency Medical Services
Department of Employment Services	Metropolitan Police Department
Department of Health	Office of the Attorney General
Department of Housing & Community Development	Office of Human Rights
Department of Human Services	Office of Personnel
Department of Motor Vehicles	Office of Planning
Department of Public Works	Office on Aging
Department of Recreation & Parks	University of the District of Columbia
Department of Transportation	

Basic Requirements for Doing Business with OCP

Legislation mandates that prior to the award of contracts certain approvals are required by the Government of the District of Columbia. Additional requirements may vary. Basic requirements and contacts are listed below:

Federal Identification Number and Dun and Bradstreet www.dnb.com

Prior to contract award, vendors are required to provide their Federal Tax. I.D. Number and D&B number. Additionally OCP may request, prior to contract award, D&B reports on vendors.

Telephone: 1-800-333-0505

Office of Tax and Revenue (OTR) – Tax Compliance www.cfo.dc.gov

For contracts exceeding \$100,000 the vendor must show proof that taxes are current and that, if in arrears, an approved payment schedule must be presented.

941 North Capitol Street, N.E. Telephone: 202-727-4829
Washington, D.C. 20002

Basic Requirements ...cont'd.

Department of Employment Services (DOES)

www.does.dc.gov

• Unemployment Tax

For contracts \$100,000 and over, the vendor must show proof of current payment.

609 H Street, N.E., Suite 353-367
Washington, D.C. 20002

Telephone: 202-698-7550
FAX: 202-698-5706

• First Source Agreement

For contracts \$100,000 and over, the vendor must enter into a First Source Agreement. This agreement requires that the vendor utilize the DOES as the first source for recruitment, referral, and placement of new employees for jobs created under the proposed contract.

609 H Street, N.E., Room 427
Washington, D.C. 20002

Telephone: 202-698-6001
FAX: 202-698-5717

Department of Small & Local Business Development www.olbd.dc.gov

• Affirmative Action Plan

For contracts exceeding \$25,000

• Local, Small, Disadvantaged Business Enterprise and Resident Business Owner Certification

Certified vendors receive preference points in the competitive solicitation process. OCP encourages all eligible businesses to consider certification.

441 4th Street, N.W., Suite 970N
Washington, D.C. 20001

Telephone: 202-727-3900
FAX: 202-724-3786

Opportunities

Solicitation, DC Supply Schedule and Contract Award Notices

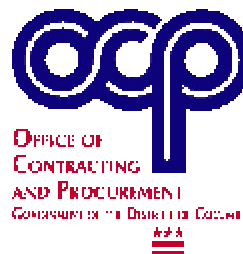
Regulations require that solicitations, above the small purchase ceiling, be posted, at least once, in a newspaper of general circulation. Solicitation notices are currently posted in *The Washington Times*— Classified Section. Notices may appear in *The Washington Post*, *Washington Informer*, *El Pregonero*, *Asian Fortune* or other local papers.

Solicitations, DC Supply Schedule Open Schedule Notices and Contract Award Notices are also posted on the OCP Website - www.ocp.dc.gov. Internet access is available at branches of the District of Columbia Library or by visiting OCP at 441 4th St. NW, Suite 700S, Washington, DC.

Vendor Registration

Vendor registration is available on the OCP website at www.ocp.dc.gov by clicking on Online Vendor Registration.

For general inquiries, please contact the Office of Supplier Relations, 202-727-0252.



441 4th Street, N.W.
Suite 700 S
Washington, DC 20001
202-727-0252
www.ocp.dc.gov

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